

ALABAMA BOARD OF NURSING RN LICENSE RENEWAL 2008

SAVE TIME.....RENEW ONLINE!
www.abn.alabama.gov
**You will NOT receive a paper
renewal application in the mail.**

- Any RN license issued on or before August 31, 2008 will lapse on December 31, 2008 if not renewed by midnight.
- Any Advanced Practice approval issued on or before August 31, 2008, will lapse on December 31, 2008, if not renewed by midnight.

January 1, 2009: Date you are required to have your license card available for employer inspection. Subscribers to the online license verification system may not ask for your license but you are required to have it available should your employer request to see your card.

FEES:

- \$75.00 **Regular** RN Renewal
September 1 – November 30, 2008
- \$125.00 Advanced Practice Renewal
(RN + 1 Advanced Practice):
September 1 – November 30, 2008
- \$200.00 **Late** Renewal
December 1 – December 31, 2008.
(\$125 late fee + \$75 renewal fee)
- \$250.00 Advanced Practice **Late** Renewal
(Late RN + 1 Advanced Practice:
December 1-31, 2008)
- \$3.50 Transaction Fee

PAYMENT:

- Credit Cards: VISA, MasterCard, Discover, American Express
- Debit Cards: VISA, MasterCard (Cardholder's name and address in the payment information must match bank records EXACTLY)
- Prepaid VISA or MasterCard Debit Cards:
May be purchased at several locations: CVS, Rite-Aid, Walgreen's, Western Union, credit unions, etc.
- Do not use prepaid cards until activated.
- \$3.50 transaction fee should be included in pre-paid debit card total at time of purchase.

SUBMIT one time only! If you hit the **SUBMIT** button more than once, your credit/debit card may be charged more than once.

- Questions about credit or debit card charges? Contact Alabama Interactive at 1-866-353-EGOV (3468) or the Board of Nursing at 1-800-656-5318, ask for licensing.

Not Renewed by Midnight, December 31, 2008: License lapses and in order to practice nursing, you will have to apply for reinstatement! Practicing without an active license may result in disciplinary action.

NAME AND ADDRESS CHANGES

- Make changes online.
- Name Changes: Board staff reviews legal documents before a name change is confirmed. Legal documents can be sent via fax to 334-242-0541, or email attachment to abn@abn.state.al.us. Acceptable legal documents are: copy of marriage license, divorce decree, or probate court records. Do not send originals as we do not return documents.

CONTINUING EDUCATION

- Earning Period:** October 1, 2006 – December 31, 2008: CE must be earned during this time frame.
- Licensed by Examination between April 1, 2006 – August 31, 2008:** Required to have mandatory four (4) hour class. Class is available on Board's web site under "Online CE courses." The four (4) hour class is part of the total CE hours needed.
- Number of Hours Needed:**
 - 24 contact hours unless prorated from time of licensure
 - CRNA, CRNP, CNM: Required to have six (6) hours of pharmacology (as part of 24 hours). Graduate coursework required for initial APN certification can-not be used for APN pharmacology CE requirements
- If licensed during last two years, check the prorated chart on web site, www.abn.alabama.gov, under "Continuing Education."
- CE Audit for RN Renewal:** Will occur in January 2009
- Verify your Individual CE Record NOW**
www.abn.alabama.gov, click on "online services", then click on "individual CE record." Only 24 contact hours are required.
- ABN-approved providers are required to submit attendance records electronically for all courses after January 1, 2006. Contact the provider if your course attendance record is not correct.
- You can input your CE at any time without paying a fee. At the time of renewal, you will not have to re-type your CE if entered into the individual CE record.
- CE regulations changed October 25, 2005.** Only the following activities are classified as independent study:
 - CE earned from online or in print journals.
 - CE contact hours awarded by an ABN-approved provider for these activities:

- Publication of article, chapter in book, or book related to nursing.
- Participation in research as principal investigator or writing significant portion of research.
- Presentation to lay or professional group.
- A maximum of twelve (12) hours of independent study is allowed.
- All other CE, including videos, Internet, etc., are considered attended

QUESTIONS RELATED TO COMPLIANCE WITH LAWS

- Answer each question.
- If, at the time of renewal, you are being monitored by the Board either on probation or in the VDAP program and you check "yes", you can indicate "probation" or "VDAP" in the text box that will be provided online. You are not required to submit documents.
- If you answer "yes" to any question, you must send a detailed letter of explanation and certified court records, treatment records, medical records, etc. The records required depend on the type of question.
- Your renewal will not be processed until documents are received.
- Failure to submit required documents by December 1, 2008 with a "yes" answer to regulatory questions will result in a delay in processing your application and renewal of your license.**
- Because the records are required to be certified, you must mail them rather than send by fax. Send to: Attn: Legal Division, Alabama Board of Nursing, P.O. Box 303900, Montgomery, AL 36130-3900.

ADVANCED PRACTICE RENEWAL

- Current national certification is required for CRNA, CRNP, CNS and CNM approval and renewal.** If your national certification expires during the renewal period (September 1-December 31, 2008) your Alabama Advanced Practice approval will not be renewed until the Board receives verification of recertification **from your certifying agency**. The certifying agency may send verification by email, fax or mail to the ABN. Attn: Charlene Cotton. charlene.cotton@abn.state.al.us; fax: 334-242-4360
- Any nurse practitioner or nurse midwife who has a national certification on file with the Board but not in collaborative practice may renew qualification for the advanced practice category.** You will receive a Certificate of Qualification. If not renewed, your Qualification for Collaborative Practice will lapse. Reinstatement of APRN carries an additional reinstatement fee of \$50.
- CRNP and CNM in collaborative practice at the time of renewal are required to renew the advanced practice approval.** A wallet card representing the approval to

practice with a new time period will be mailed after the RN license and advanced practice approval are renewed.

- **Have you applied for first-time approval as Advanced Practice Nurse, but the application is in-complete?** Renew your RN license promptly. Beginning September 1, 2008, an active RN license for 2009-2010 is required prior to advanced practice approval. Do not submit the APRN renewal fee of \$50 if you have not received initial approval.
- **First-time applicants for advanced practice nursing approval:** Renew your RN license promptly. Submit the APRN application for initial approval with \$150.00. Those applying for CRNA and CNS approval can do so online at www.abn.alabama.gov, click "online services." Do not submit the APRN renewal fee of \$50 if you are applying for the first time between September 1-December 31, 2008.

STATISTICAL QUESTIONS

- The Board established a Center for Nursing to collect, analyze and disseminate nursing workforce data
- Statistical questions are important to determine details about the nursing workforce in Alabama
- Failure to answer the statistical questions does not impact license renewal but may impact a true reflection of the nursing workforce
- Data is reported in the aggregate and not individually
- Please respond to the statistical questions!

VERIFICATION OF RENEWAL

- During the renewal period, you can check the status of your application online. Go to the Board's web site, www.abn.alabama.gov and click on "license look up." Enter the name or license number. If the license is renewed, the expiration date will be December 31, 2010.
- The plastic wallet card is printed in Chicago and takes 10 business days following renewal for delivery to your mailing address. If you change your address after renewing, change your address online. License cards are not forwarded and will be returned to the Board of Nursing. There is a \$25 fee to resend mail.

CE EARNED BETWEEN OCTOBER 1, 2006-DECEMBER 31, 2008 CAN ONLY BE USED FOR 2008 RN RENEWAL.

BEGINNING JANUARY 1, 2009, THE RN EARNING PERIOD FOR CONTINUING EDUCATION IS THE SAME AS THE LICENSE PERIOD.

NEW RETIRED STATUS

Are you retired from nursing but want to keep your license? The Board now offers an inactive license that has a RETIRED status. You can renew your license in the retired status for only \$50.00. You will be asked to determine whether to renew Active or Re-tired in one of the first screens when you renew online.

The Retired status does not allow you to practice nursing; you are provided a license card that shows you used to practice but are now Retired. An active license is required to practice nursing.

To assure that the retired status is not used to bypass CE requirements, the reactivation fee for a retired license within two years is \$500 plus the \$75 renewal fee (total = \$575). The reactivation fee after two years is \$150 plus the \$75 renewal fee.

Want to know about licensure requirements during a disaster or other special circumstances? ABN Administrative Code, Rule 610-X-4-.16

610-X-4-.16 Special Circumstances

1. **In the event the Governor proclaims a state of emergency impacting any part of Alabama, Code of Alabama, 1975 Section 34-21-6 applies for the first thirty (30) days. An individual licensed to practice nursing in another state may provide emergency assistance in Alabama for up to thirty (30) days subject to verification of licensure in the state where licensed. Any organization or individual who provides employment or volunteer opportunities for the licensed nurse providing nursing services is responsible to assure the validity of the nursing license.**
2. **Should an emergency continue past thirty days, a temporary permit to practice nursing in Alabama for 90 days is required. An application for an emergency temporary permit is required to be submitted to the Board either electronically or by mail.**
3. **Any individual licensed to practice nursing in another state is required to have an Alabama license if educational or consultative services extend beyond 30 calendar days in one year.**
4. **Telephonic or electronic services used to communicate with patients and provide direction**

regarding nursing and medical care require an active license to practice nursing in Alabama.

5. **Effective January 1, 2008, a licensed practical nurse or registered nurse who retires or ceases nursing practice for any reason and has no intention to practice in the future may apply to the Board for an inactive license with a "retired" status.**
 - a. **The inactive license is valid for the same license period as an active license.**
 - b. **A fee is required to renew an inactive license.**
 - c. **Continuing education is not required to maintain an inactive license.**
 - d. **In order to reactivate an inactive license, the applicant shall pay the required fees and submit 24 contact hours of continuing education earned within two years of the date of the application.**
6. **In the event of a national emergency duly declared by Federal officials or in the event of a natural disaster or state of emergency duly proclaimed by the Governor, a certified registered nurse practitioner or certified nurse midwife may provide emergency treatment without immediate physician collaboration to patients within the affected areas of the state, provided that the treatment is within the individual's scope of education, training and approved protocol. The certified registered nurse practitioner or certified nurse midwife in such circumstance shall make reasonable efforts to inform the collaborating physician of the location and type of emergency services being provided and shall act in conformance with the direction of local physicians. The authority granted under this paragraph shall extend only for the duration of the declared national emergency or state emergency or natural disaster.**

Author: Alabama Board of Nursing

Statutory Authority: Code of Alabama, 1975, § 34-21-6

History: Filed November 26, 2007. Effective December 31, 2007.

THIS BROCHURE IS FOR INFORMATIONAL PURPOSES ONLY. PLEASE DO NOT MAIL THIS BROCHURE WITH YOUR PAYMENT. THIS IS NOT A RENEWAL APPLICATION.